

THIRD PARTY EVENT: TERMS AND CONDITIONS

Please read the following
and sign & date as indicated

Thank you for your interest in raising funds for Victoria Women's Transition House Society (VWTH). **Have you had a chance to fill out and send us an Event Proposal?** If not, please do this first so that we can OK your event or project before any work on the event or campaign begins.

Please read the following Terms and Conditions and check off each box. Then complete the required information and sign, at the bottom of page 2:

- 1. I, _____ (the Organizer), am applying to organize a Third Party Fundraising Event to benefit Victoria Women's Transition House Society (VWTH). I understand that VWTH does not take an active role in planning or organizing this event.
- 2. I have completed a VWTH Event Proposal and/or have gained approval from the VWTH Development Office to proceed with this event.
- 3. I understand that only events consistent with the vision and mission of VWTH will be approved.
- 4. I understand that the use of the VWTH name should be done in the following manner:
 - "Proceeds from this event will go to Victoria Women's Transition House"
 - "Your ticket purchase helps to support Victoria Women's Transition House"
 - "The (name of event) is a benefit for Victoria Women's Transition House"
- 5. I agree to arrange underwriting of all costs of the special event/promotional campaign, or to underwrite these costs myself. VWTH shall incur no costs or liabilities unless otherwise agreed to in writing prior to the special event/promotional campaign.
- 6. I agree to be responsible for all monetary transactions for the event and **will present the proceeds to VWTH within 30 days along with detailed accounting.** I acknowledge VWTH adheres to receipting polices of the Canada Customs and revenue Agency.

TAX RECEIPTS: Please note that not all funds raised qualify for a tax receipt. The Canada Revenue Agency (CRA) restricts the dollar amount of tax receipts to donors where a benefit or advantage accrues to the supporter. Examples include but are not limited to door prizes, dinner, signage/advertising, complimentary items. Tax receipts will be issued at the sole discretion of the VWTH according to CRA Guidelines and must be agreed upon before the event.

- 7. I will not offer charitable tax receipts for any donation, item or service without first speaking to the Development Office of VWTH.
- 8. I agree to receive advance written approval from VWTH before requesting any donations/sponsorships (cash or in Kind) from any organization or individual.
- 9. I understand that VWTH accepts no legal responsibility for the event and cannot be held liable for any risk or injury, or other damages in conjunction with the event.
- 10. As the organizer, I understand that I must obtain all necessary permits, licenses, and insurance relating to the event and will provide VWTH with copies of the above at least two weeks before the event start date.
- 11. As the Organizer, I will arrange for staff/volunteers to co-ordinate and run the fundraiser. This is an opportunity for my group to raise funds in support of women and children right here in our community. VWTH may be able to provide some level of assistance for events depending on timing and staffing requirements.
- 12. As the Organizer, I agree to use my group's mailing list, social media and my own contacts. VWTH will not actively sell tickets to the event and/or purchase tickets for attendance for VWTH representatives.
- 13. I understand that approval of the Event Proposal and this Agreement Form is only valid for the event detailed in the Proposal. Events held in subsequent years and/or are of a different format must also be submitted to VWTH for approval.

I hereby acknowledge that I have read and understand the Terms and Conditions of VWTH Third Party Events and that I will adhere to those terms and conditions as outlined in this document. I hereby give permission to VWTH to post our third party event on their website and share information on the Event on their Twitter and Facebook accounts.

Print Name

Sign Name

Date

Please sign and return the completed form via email to susanh@vwth.bc.ca or snail mail to:

Susan Howard
Victoria Women's Transition House
3060 Cedar Hill Road
Victoria BC V8T 3J5

Thank you for your support!